

# **Request for Proposals**

## **Idaho Technology Incentive Grant Program FY2001**

**Developed by Idaho Board of Education** to promote the creation and use of innovative methods of instruction:

- ◆ To focus on integrating technology into the curriculum;
- ◆ To enhance the rate and quality of student learning;
- ◆ To enhance faculty productivity; and
- ◆ To increase access to educational programs.

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## **PROPOSAL FORMS**

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## PROGRAM GOALS

This program focuses on projects that advance the goals and objectives stated in the State Board of Education's 2000-2005 Statewide Strategic Plan. The Plan can be accessed at <http://www.sde.state.id.us/osbe/board.htm> or copies may be obtained from the Board office.

The Idaho Technology Incentive Grant (ITIG) program seeks applications from the universities and college that demonstrate innovative approaches for integrating technology into teaching and learning. The program seeks bold new ideas that can be sustained after the program ends. Initiatives may include, but are not limited to, the following:

- **Professional development and support.** New approaches to teacher preparation and staff development that lead to changes in teaching styles are critical to the effective integration of technology.
- **Techniques for assisting teachers in developing computer-based instruction.** Can new methods be found to assist faculty in using WWW and multimedia computers for instruction?
- **Collaborative learning and team building is encouraged.**

## Purpose

**The purpose of the ITIG is:**

- To focus on integrating technology into the curriculum
- To enhance the rate and quality of student learning
- To enhance faculty productivity
- To increase access to educational programs

**The distribution of funds for this program is based upon the following guidelines:**

1. The awards will be made in support of those projects that reflect the goals of the institution and the purpose of the ITIG program.
2. The awards will be made at the discretion of the State Board of Education based upon the merit of the project/application.
3. Consideration will be given to funding multi-year projects.

A summative report based on the outcomes of the project shall be submitted to the Office of the State Board of Education within three months of the close of the grant period.

## Allocation

It is intended that the funds be distributed based upon the merit of the application in the following manner:

BSU	30%
ISU	30%
LCSC	10%
UI	30%

Of the \$1.6 million appropriated for the ITIG program, \$449,200 has already been committed to projects through the previous grant process. The amount of \$1, 150, 800 remaining will be distributed based upon the merit of the application in the following manner:

BSU	30%	\$345,240
ISU	30%	345,240
LCSC	10%	115,080
UI	30%	345,240

These percentages represent initial maximum levels of funding. However, the institutions may not be funded at this level if they fail to meet all the criteria of the grant and/or the merit of the project fails to meet intended objectives. Institutions may apply for more than the maximum percent allowed by submitting additional or expanded projects that meet all requirements of the award cycle. Additional or expanded projects may be funded if another institution fails to submit an application or the project application does not meet the objectives of the grant.

## General Information

1. **Deadline for submission:** Completed proposals must be submitted to the State Board of Education by 5 P.M., **June 15, 2000**. The originating institution must submit 1 original (w/signatures) and 5 unbound copies of each proposal for consideration.
2. **Funds available:** The total amount of money to be awarded for Idaho Technology Incentive Grants is approximately \$1.6 million, dependent upon the Legislative appropriation.
3. **Type and number of proposals:** There is no limit on the number of proposals submitted by any of the four institutions. However, only one project per principal investigator will be funded in any given year.

### Two types of proposals will be considered:

- a) Twelve -Month Projects - The duration of support will be for one fiscal year (July 1, 2000 - June 30, 2001). Funding is provided in one lump sum. [An extension may be granted upon request due to the late August award notice.]
  - b) Multi-Year Projects - The duration of support will be for one fiscal year. (July 1, 2000 - June 30, 2001). The total dollar amount funded will be allotted as specified by percentages. Subsequent funding will be dependent on annual review.
4. **Review of proposals:** Proposals will be evaluated, reviewed and assigned a numerical value of up to 100 points based upon and determined by the merit of the application in relation to the purpose of the ITIG program. All applications will be screened for adherence to the RFP. A selection committee composed of 2 Board Members (AAPC, Finance committees), Chief Academic Officer, Chief Technology Officer, and an ITRMC Project Team representative will review the proposals and forward recommendations to fund to the State Board of Education.
  5. **Funding decisions:** The Board will select the projects to be funded at its August 2000 meeting.
  6. **Send proposal packages to:**

(If Courier service) Idaho State Board of Education 650 W. State Street #307 Boise, Idaho, 83702	(If U.S. Postal service) Idaho State Board of Education PO Box 83720 Boise, ID 83720-0037
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# GUIDELINES FOR PREPARATION OF PROPOSALS

## Contents of the Proposal

Each proposal must contain the following elements in the order indicated:

1. **Cover Page:** include the name of the institution, timeline for the award, funds requested, and the signature of the president of the institution.
2. **Executive Summary:** provide a one-page abstract of the scope of the project. Include a statement of the rationale for the application.
3. **Narrative:** primary component of the application. Address the goals and purpose of the ITIG program. Included at a minimum should be any information as to staff, students, areas of application, economic impact, partner relationships, other pertinent information, including:
  - a. identification of the need
  - b. description of how grant funds will be utilized: advancement of instruction in teaching and/or research, increased productivity, innovation, overall quality of student performance and increased access to educational programs
  - c. the plan must provide for accountability in a way that the institution's and general performance measures are incorporated into the planning and results phase. A written, measurable unit accounting for the application of funds, effort and results expected (objectives).
4. **Timeline:** identify the action with appropriate starting/completion dates, including projections for sustainability.
5. **Budget:** include a complete budget detailing the use of funds.
  - a. applicants are not to exceed initial threshold amounts assigned to the institution. Any additional or expanded projects identified must contain all required information and be submitted along with the original application. The amount of the request must be clearly defined and presented in an overall budget sheet.
  - b. include identification of how the funds will be spent. This should identify funds allocated to each budget category, including personnel, equipment, and other direct costs [materials, supplies, travel, publications]. Budgets should include a description of the role of the personnel or the nature and purpose of other expenditures for each item in this category; a description of the need for and purpose of any equipment included; and a description of the need for and purpose of any other direct costs identified.

## Proposal Format

To facilitate processing, proposals must be stapled in the upper left-hand corner, but otherwise unbound, with pages numbered at the bottom and a 1-inch margin at the top. Contents must be assembled in the sequence given in the proposal checklist. Page limitations are referred to with the description of each section. One page is equal to 26 lines using a 12-point font. **Failure to adhere to these formatting guidelines will result in disqualification of the proposal.**

Please submit a copy of the entire proposal on 3.5-inch computer disk in either WordPerfect or Microsoft Word, or electronically (rmcdermo@osbe.state.id.us).

## **Special Considerations**

A project involving any item listed below must include special information and supporting documents in the proposal before funding can be approved. Some of these are mandated by Federal law.

1. Human Subjects (if appropriate).
2. Historical Sites (if appropriate).
3. International Cooperative Activity.
4. Facilitation Award for Handicapped.
5. Proprietary and Privileged Information (including matters with national security implications).

## **Summary Proposal Budget and Budget Explanation**

Each proposal must contain a budget for the term of support requested. For three-year projects, include a proposed three-year budget and separate annual budgets for each year. The proposal may request funds under any of the headings listed in the budget format as applicable to the proposed project. No indirect costs are permitted.

**Each proposal must include a completed Summary Proposal Budget. Completion of this summary does not eliminate the need to fully document and justify the amounts requested in each category.** Such documentation must be provided on additional page(s) immediately following the budget in the proposal and must be identified by line item. The documentation page(s) must be titled "**Budget Explanation.**"

## **Summary Proposal Budget Instructions**

### **A. Senior Personnel Salaries**

Senior personnel include the applicant and any co-applicant(s) so designated by the grantee institution. A faculty associate (faculty member) is an individual other than the applicant or co-applicant who is considered by the performing institution to be a member of its faculty or who holds an appointment as a faculty member at another institution, and who will participate in the project being supported.

The proposal must list:

1. The titles or positions of the personnel and their institutional affiliation.
2. The estimated number of academic-year, summer, or calendar-year person-months and rate of pay for which SBOE funding is requested.

SBOE regards teaching, service and scholarly efforts as the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on these activities within the term of appointment is deemed to be included within the faculty member's regular institutional salary. Grant funds may not be used to augment the total salary or rate of salary of faculty members during the period covered by the term of faculty appointment, or to reimburse faculty members for consulting or other time in addition to a regular full-time institutional salary covering the same general period of employment. However, grant funds may be used to purchase release time for faculty members to conduct the proposed project(s) during their term of appointment.

Purchase of release time should be clearly identified so it will not be confused with requests for supplemental income, which is not permissible during the academic year. Further, summer salary for faculty members on academic-year appointments will be funded for no more than three-ninths of their regular academic-year salary. All salaries and wages must be fully justified on the budget explanation pages.

B. Other Personnel Salaries and Wages

Definitions for other personnel are as follows:

1. A Postdoctoral Associate is an individual who received a Ph.D., M.D., D.Sc. or equivalent degree less than 5 years ago, who is not a member of the faculty of the performing institution, and who is not reported under Senior Personnel above.
2. Other Professional is a person who may or may not hold a doctoral degree or its equivalent, who is considered a professional and is not reported as a applicant or co-applicant, faculty associate, postdoctoral associate or student. Examples of personnel included in this category are doctoral associates not reported under B, consultants, professional technicians, systems experts, computer programmers and design engineers.

For postdoctoral associates and other professionals, each position must be listed, with the number of full-time-equivalent person-months and rate of pay (hourly, monthly or annual). For graduate and undergraduate students, clerical, technical, etc., only the total number of persons and total amount of salaries per year in each category are required. Salaries requested must be consistent with the institution's regular practices. All salaries and wages must be fully justified on the budget explanation pages.

C. Fringe Benefits

Fringe benefits may be treated as direct costs, reimbursable under the grant. All fringe benefits must be fully justified on the budget explanation pages.

D. Equipment

The SBOE, for the purpose of these proposals, defines equipment as an item of property that has an acquisition cost of \$500 or more and an expected service life of 2 or more years. Items of needed equipment costing \$1,000 or more must be listed individually with description and estimated cost, including tax, and adequately justified.

Allowable items will ordinarily be limited to technology equipment and apparatus that are not already available for the conduct of the work. With the exception of computers and computer related equipment such as software, general-purpose office equipment will normally not be considered eligible for support.

The purchase of equipment with grant funds must follow the guidelines used in other equipment purchased by the institution. It must also follow restrictions and requirements for equipment purchases by the State and the Information Technology Resource Management Council.

E. Participant Support Costs

This budget category refers to costs of transportation, per diem, stipends and other related costs for participants in SBOE-sponsored conferences and workshops.

Grant awards may not be used for out-of-state travel; however, in-state travel for conferences or institutional collaboration is permitted. Fully justify.

#### F. Other Direct Costs

The budget must itemize other anticipated direct costs not included under the headings above, including materials and supplies, software, servers, phones, publication costs, computer services, in-state conferences, and consultant services (which are discussed below). Reference books and periodicals may be charged to the grant only if they specifically relate to the project.

- C Materials and Supplies: The budget must indicate in general terms the type of expendable materials and supplies required, with their estimated costs. The breakdown must be more detailed when the cost is substantial.
- C Publication Costs/Page Charges: The budget may request funds for the costs of preparing and publishing the results of the work conducted under the grant for dissemination including costs of reports, reprints, page charges or other journal costs (except costs for prior or early publication), and necessary illustrations.
- C Consultant Services: Anticipated consultant services and costs must be justified, and information furnished on each individual's expertise, primary organizational affiliation, daily compensation rate, number of days of expected service and travel expenses.
- C Computer Services: The cost of computer services, including computer-based retrieval of scientific, technical and educational information, may be requested. A justification of the established computer service rates at the proposing institution must be included. The budget also may request costs, which must be shown to be reasonable, for leasing automatic data-processing equipment. The purchase of computers and associated hardware and software must be requested as items of equipment.
- C Subcontracts: None of the activities under an SBOE grant may be contracted out or transferred to any organization without prior, written approval by the SBOE. Subcontracts must be disclosed in the proposal so that the grant letter can contain their prior approval. There must be a complete budget, in the prescribed format, for each subcontract. The total amount of each subcontract must appear as a line item under "Other Direct Costs" in the master budget for the project.

Applicants must not alter the cost categories as they appear on this form. Improper completion of this form may result in return of the proposal and elimination from the competition.

#### **Facilities and Equipment Description** -- (2 pages)

A description of no more than two pages must be added to the proposal describing available facilities. Major items of equipment to be used in the proposed work should be described if they are of a specialized nature and essential to the performance of the project.

Proposals that request equipment must list potential uses and a description of its use(s) as it relates to the project. The descriptions should be succinct and should emphasize the intrinsic merit of the activity for the discipline and the importance of any equipment to it. A brief summary will suffice for auxiliary users of equipment. Equipment to be purchased, modified or constructed must be described in sufficient detail to allow comparison of its capabilities to the needs of the proposed activities. Whenever possible, the proposal should specify the manufacturer and model number.

Proposals requesting multiple-use equipment must describe comparable equipment that is already at the proposing organization(s) and explain why it cannot be used. The degree of utilization must be discussed.

Proposals requesting equipment must also describe arrangements for maintenance and operation, including:



1. A description of the physical facility where the equipment will be located.
2. An annual budget for operation and maintenance of the proposed equipment, indicating source of funds.
3. A brief description of other support services available, particularly related equipment, and the annual budget for their operation, maintenance and administration.

Special-purpose equipment having a unit acquisition cost of more than \$10,000 and purchased or leased with grant funds will be subject to reasonable inventory controls, maintenance procedures, and organizational policies that enhance its multiple or shared use on other projects, if such use does not interfere with the work for which the equipment was acquired.

### **Reporting Procedures**

Acceptance of ITIG grant funds obligates the proposers to submit formative electronic progress reports due at six month intervals for the duration of support, with an ending summative report due three months after the close of the grant period. Information to be reported will include but not be limited to, number of faculty and students impacted, description of how objectives were met, resulting publications and presentations, number of courses developed/enhanced and how delivered/enhanced, and any unusual or unexpected outcomes. The final report should outline actual cost savings or benefit to the State.

## PROPOSAL EVALUATION CRITERIA

The proposal evaluation criteria for the Idaho Technology Incentive Grant program have been established in accordance with the goals outlined in the SBOE Strategic Plan and with input from the four public institutions.

### Idaho Technology Incentive Grant Program FY 2001 Proposal Rating Sheet

Rate each proposal using the following rating system:

The sum of the three ratings makes up the total points of 100 points possible. You may use decimal points with your individual ratings.

Criteria	Score
<b>Significance to be determined by the extent to which the project (50 points)</b>	
<ul style="list-style-type: none"><li>• Offers a clear vision of the use of technology to help students learn to challenging standards</li><li>• Will directly benefit students by integrating technologies into the curriculum to improve teaching and student achievement</li><li>• Will ensure continuous development for teachers, administrators and other individuals to further the use of technology in the classroom, library, or learning settings</li><li>• Is designed to create new learning communities among teachers, students, and others, which contribute to State or local education goals for a quality education, and expands markets for quality educational technology or content.</li></ul>	
<b>Feasibility will be determined by the extent to which (30 points)</b>	
<ul style="list-style-type: none"><li>• The project will ensure successful, effective, and efficient uses of technologies that will be sustainable beyond the period of the grant.</li><li>• The institution contributes financial and other resources to achieve the goals of the project.</li><li>• The applicant is capable of carrying out the project, as evidenced by the extent to which the project will meet the need or problems identified; the qualifications of key personnel who would conduct the project</li></ul>	
<b>Quality of Project Evaluation will be determined on the basis of (20 points)</b>	
<ul style="list-style-type: none"><li>• The extent to which the method of evaluation will provide accountability and permit periodic assessment of progress toward achieving intended outcomes.</li></ul>	
<b>Total Points</b>	

**COVER SHEET FOR IDAHO TECHNOLOGY INCENTIVE GRANT PROPOSALS**  
**IDAHO STATE BOARD OF EDUCATION**

Title of Project:				
Dollar Amount Requested:		Check one:    ____ 12-month project                      ____ Multi-year project		
		Project Start Date:		Project End Date:
List of Project Objectives:				
(Collaborating) Department(s)			Mailing Address:	
E-mail Address:			Phone Number:	
	Name	Institution	Title	Signature
PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Collaborating Institution(s):	Authorizing Signature:		Title of Authorizer:	Dollar Amount Allocated:
(Lead):				
Authorizing Signature of President of Institution:				Date:

**SUMMARY PROPOSAL BUDGET**

<b>A. SENIOR PERSONNEL</b>		<b>No. of Months</b>			
Position/Title	Rate of Pay	CAL	ACA	SUM	\$ Amount Requested
<b>B. OTHER PERSONNEL</b>		<b>No. of Months</b>			
Position/Title	Rate of Pay	CAL	ACA	SUM	\$ Amount Requested
<b>C. FRINGE BENEFITS</b>					
Rate of Fringe (%)	Salary Base				\$ Amount Requested
<b>PERSONNEL SUBTOTAL:</b>					
<b>D. EQUIPMENT: (List each item with a cost in excess of \$1000)</b>					
Item/Description	\$ Amount Requested	Item/Description	\$ Amount Requested		
1.		5.			
2.		6.			
3.		7.			
4.		8.			
<b>EQUIPMENT SUBTOTAL:</b>					
<b>E. PARTICIPANT SUPPORT COSTS:</b>					
Description	\$ Amount Requested	Description	\$ Amount Requested		
1.		3.			
2.		4.			
<b>PARTICIPANT SUPPORT COSTS SUBTOTAL:</b>					
<b>F. OTHER DIRECT COSTS:</b>					
Description	\$ Amount Requested	Description	\$ Amount Requested		
1.		4.			
2.		5.			
3.		6.			
<b>OTHER DIRECT COSTS SUBTOTAL:</b>					
<b>TOTAL COSTS (Add Subtotals):</b>					
<b>TOTAL AMOUNT REQUESTED:</b>					

## CHECKLIST FOR PROPOSAL SUBMISSION

Please use this checklist to ensure that all essential information is included.

### ONE ORIGINAL COPY (with signatures)

\_\_\_\_\_ Cover Page with required signatures

- ☐ All collaboration information must be listed
- ☐ PI and lead institution authorization signature must be original
- ☐ Other signatures may be original, from faxed copies, or in letters of collaboration
- ☐ Collaboration arrangements require one signature from the provost or academic vice president

\_\_\_\_\_ Documentation for Special Considerations (Check each item applicable).

- ☐ Animal Welfare
- ☐ Endangered Species
- ☐ Human Subjects
- ☐ Marine Mammal Protection
- ☐ Pollution Control
- ☐ National Environment Policy Act
- ☐ Recombinant DNA Molecules
- ☐ Historical Sites
- ☐ International Cooperative Activity
- ☐ Research Opportunity Award
- ☐ Facilitation Award for Handicapped
- ☐ Proprietary and Privileged Information (including matters with national security implications)
- ☐ Collaborative Arrangements

### FIVE COPIES (unbound)

\_\_\_\_\_ Executive Summary

\_\_\_\_\_ Narrative (Up to 10 pages, maximum 26 lines per page)

\_\_\_\_\_ Timeline

\_\_\_\_\_ Budget

### ELECTRONIC COPY

\_\_\_\_\_ 3.5 inch computer disk in WordPerfect or Microsoft Word or email the entire proposal